PROCESSING CASUAL PAYMENTS

Operational Support Team
United States Army Financial Management Command

AGENDA

- **PROCESS CASUAL PAYMENTS FOR ACTIVE COMPONENT**

- **PROCESS CASUAL PAYMENTS FOR RESERVE COMPONENTS**

- **SUPPORTING DOCUMENTATION**

PC03- Report Casual Payment

Casual Payment- is an entry that reflects money paid to a member while in transit or locally. The payment can be during PCS, leave, or for any reason that causes the member to be away from their home station. A DW repayment entry is also posted to the MMPA if this money is to be collected back.

PC-CSL PAY* ENTRY-OPEN-DT 010111 10 01 2 ENTRY-CLSD-DT 010111 10 01 2
CNTRL-CODE 2 DATE-VOU 001115 AMT 500.00 VOU-NR PJR00008 GOVT-AGENCY A
ADSN 8381

REPORTING CASUAL PAYMENTS ACTIVE COMPONENT

The **DW** entry is a computer-generated entry to collect funds for a partial or casual payment. When a casual or partial payment is posted to the MMPA, the computer automatically collects the funds that are available in the P5 entry (Pay Authorization) to satisfy the casual or partial payment. If the P5 entry does not have sufficient funds to satisfy collection, the computer generates a DW entry for any balance due after the current month P5 entry is reduced to zero. The DW entry is suspended with an action indicator Q8. A DW suspense-type 2 is created to open the DW entry the first update on or after the first day of the next calendar month.

DW-INDEBT PAYMT CSL/PART* ENTRY-OPEN-DT 960305 06 03 1 ENTRY-CLSD-DT 960305 06 03 1 CNTRL-CODE 2 ACTN Q3 START 960305 STOP 960305 DEDTN-MM 0.00 DEDTN-CM 250.00 DEDTN-NM 0.00 DEDTN-AMT 250.00 SPEC-INDEBT 250.00 BAL-DUE-CM 0.00 CAL-YR 96 PAYMT-TYPE G

REPORTING CASUAL PAYMENTS ACTIVE COMPONENT

PC03 Report- Payment of Casual Payment

Voucher Date: YYMMDD; effective date of the payment voucher.

Accountable ADSN:

ADSN of an accountable Disbursing Officer if different from input Disbursing Officer; otherwise blank. If the Input ADSN is 38XX, then this field must be for Central Site only.

Override: LEAVE BLANK

Voucher Number: Must be 8 alpha-numerics

Amount Paid: Amount paid to member in dollars and cents, utilizing the decimal

point if not full dollars.

Military Personnel Classification: 510 = Officer, Warrant Officer, Academy, 530 = Enlisted

REPORTING CASUAL PAYMENTS ACTIVE COMPONENT

PZ03 is used to report the total card for each casual payment disbursed. This transaction is necessary in order to balance the MAFR line. Every **PC03** must be accompanied by a **PZ03**.

REPORTING CASUAL PAYMENTS RESERVE COMPONENT

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The **DW03** entry is used to collect funds for a partial or casual payment. A Reservist/National Guard member's pay can be input as a Casual or Partial pay when necessary. If the casual or partial pay is a twenty four (24) EFT payment it will collect in full if the net pay is sufficient to clear the debt with-out reverting to the 2/3's rule.

The **DW07** entry is used to adjust the amount of collection (whether it be a full collection or prorated) in order to balance the MAFR line. The DW03 and DW07 must have matching information.

The Casual or Partial Pay debt is usually not prorated

```
0              DW03         MULTA1210241210240035000522R154 006251475570  001A6H3
   A   319
0              DW07         MULTA1210241210240035000522R1543                      H3
   A   319
```

REPORTING CASUAL PAYMENTS

Supporting Documents:

- **DD form 117 (Military Pay Voucher)**
- **DD form 1351-6 (Multiple Payment List)**
- **Disbursing files**

Forward all non-Army casual payments to correct component

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Questions